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UNITED STATES DEPARTMENT OF AGRICULTURE IBRARY
AGRICULTURAL ADJUSTMENT ADMINISTRATION RECEIVED
WASHINGTON, D. C.

MAY 26 1936

U. S. Department of Agriculture
May 14, 1936

GENERAL OFFICE ORDER NO. 62

Effective immediately,

The Cattle and Sheep Section of the North Central Division is transferred to the Western Division.

The Poultry Section of the North Central Division is transferred to the Division of Marketing and Marketing Agreements.

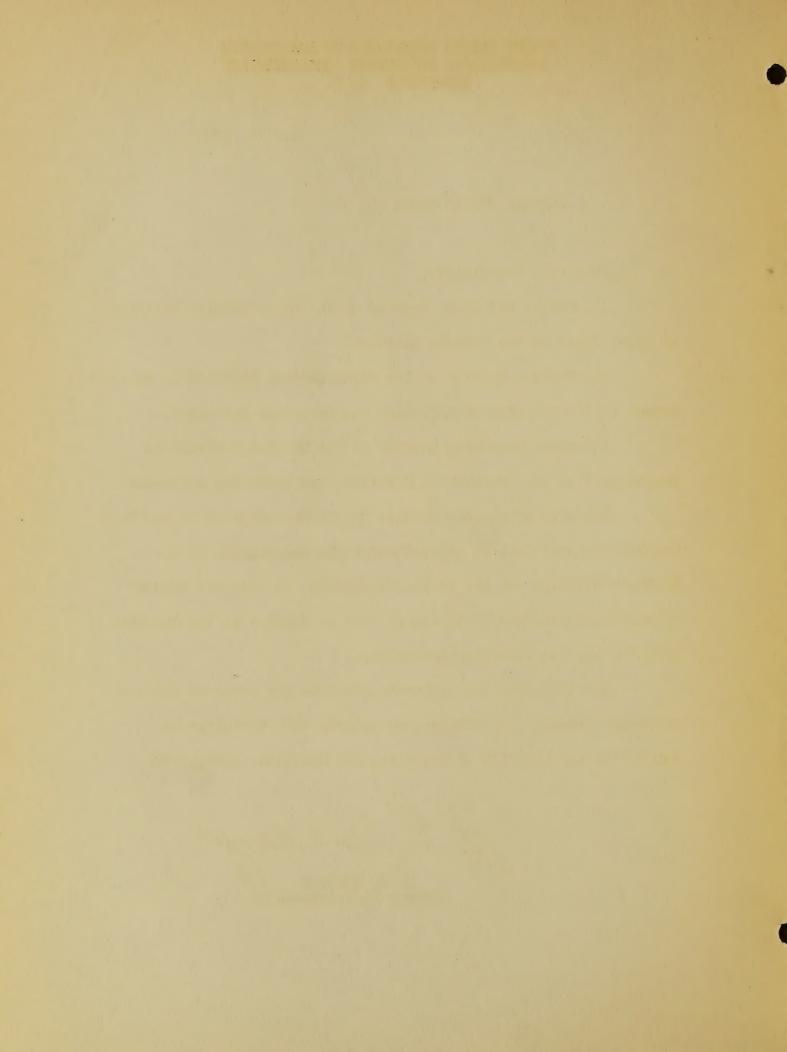
The Grain Marketing Section of the Western Division is transferred to the Division of Marketing and Marketing Agreements.

The work heretofore handled by the Rice Section in the East Central Division will be handled under the supervision of the Southern Division and the Western Division. New surplus removal or marketing programs if developed will be handled by the Division of Marketing and Marketing Agreements.

Any diversion and marketing programs for potatoes and new diversion programs for tobacco and peanuts will hereafter be handled by the Division of Marketing and Marketing Agreements.

H. R. Tolley,

Acting Administrator



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Washington, D. C.

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U. S. Department of Agriculture

June 5, 1936

GENERAL OFFICE ORDER NO. 63.

Effective immediately, the Marketing Section is hereby established in the Division of Marketing and Marketing Agreements.

The Potato Section and Grain Marketing Section, which were transferred to the Division of Marketing and Marketing Agreements by General Office Order No. 62, and the Cotton Marketing Section of that Division, are hereby abolished and their functional duties and personnel assigned to the newly created Marketing Section.

H. R. Tolley.
Acting Administrator.

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** JUL 20 1936 **

U. S. Department of Agriculture

June 15, 1936

GENERAL OFFICE ORDER No. 64

The Import and Export Section of the Division of Marketing and Marketing Agreements is hereby abolished as of June 30, 1936.

H. R. Tolley, Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE

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** JUL 20 1936 **

U. S. Department of Agriculture

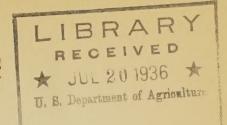
July 1, 1936

GENERAL OFFICE ORDER NO. 65

General Office Order No. 64, dated June 15, 1936, abolishing the Import and Export Section, Division of Marketing and Marketing Agreements, is hereby rescinded until further orders.

J. B. Hutson,
Acting Administrator.

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AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.



June 30, 1936.

GENERAL OFFICE ORDER NO. 66.

Attention is directed to Section 3 of the Act of March 14, 1936, (Public No. 471, 74th Congress) as follows:

"Each head of a department or independent establishment shall keep a record of all work performed, in excess of the work required by departmental regulations issued in conformance with section 2 hereof, for the period commencing July 1, 1936, and ending December 31, 1936, and shall report same to the Civil Service Commission at the end of each month. The Civil Service Commission shall make a report of such record to the Congress on or before January 31, 1937."

In order to comply with the provisions of the above quoted Act, you are requested to complete one of the attached forms "Report of Overtime", (Personnel 50), for each employee assigned to your division, both departmental and field service, who performs overtime during any calendar month. These forms must be submitted to the Personnel Section, Office of Business Management, Room 6745, South Building, not later than the 10th of the month following the period for which the overtime was performed.

Reports will be made of all overtime service rendered by all department employees, regardless of rank or responsibility, including cooperative employees and persons employed under letters of authorization, with the exception of Committeemen (State, County, and Community). No overtime will be reported for persons paid by the hour, when actually employed, and having no regular work period, such as fire fighters. Personnel paid security wages, from funds allocated by the Works Progress Administration, are classed as non-federal and overtime rendered by such persons should not be reported.

Overtime rendered in daily increments of less than 30 minutes will not be reported. For periods in excess of 30 minutes, multiples of 15 minutes only will be reported. For example, 35 minutes as 30 minutes, 55 minutes as 45 minutes.

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Overtime reported will be restricted to service rendered in the office, laboratory or on the job and will not include work performed at the place of residence of the employee, or time consumed in travel by public transportation facilities or in automobiles when used in lieu of public transportation facilities. However, overtime resulting from automobile travel which constitutes a regular portion of the daily duties of the position will be reported.

All overtime reported must have been performed by direction or approval of the responsible administrative superior and reports submitted must bear appropriate endorsement by such officials.

As the information requested is to be used by the U. S. Civil Service Commission in submitting a report to Congress, it is important that Directors of Divisions, Chiefs of Sections and Field Offices, keep an accurate record of and approve all overtime performed.

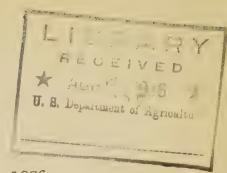
The "Report of Overtime" (Personnel 50) should be transmitted promptly, in order, that complete monthly reports for the Agricultural Adjustment Administration can be forwarded to the Department of Agriculture without delay.

J. B. Hutson

Acting Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION WASHINGTON, D.C.



July 21, 1936.

GENERAL OFFICE ORDER NO. 67

The Treasurers of County Agricultural Conservation
Associations in the East Central, North Central and Western
Divisions of the Agricultural Adjustment Administration will be
bonded in such amounts as the Directors of those Divisions may
prescribe and on form approved by the Secretary of Agriculture.
Bonds will be executed by the Treasurers and corporate surety
companies acceptable to the United States.

The bonds when received by the several Divisions shall be transmitted to the Solicitor of the Department of Agriculture, who will determine, in cooperation with the Treasury Department, that the bonds are legally sufficient and properly executed. After this determination the Solicitor will return the bonds to the respective Divisions where they will be approved on behalf of the Secretary of Agriculture by an official of the Division to whom the Secretary has previously delegated such authority. The several Divisions will have custody of the bonds and sole responsibility for determining that applications for advances of funds to the Treasurers of Associations are within the penal sum of their respective bonds.

J. B. Thitson Acting Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION WASHINGTON, D. C.

August 19, 1936.

GENERAL OFFICE ORDER NO. 68

Effective immediately the Office of the Coordinator, the Budget Section, the Records and Accounts Section, the Field Audit-Field Accounts Section, and the Administrative Audit Section shall report directly to William E. Byrd, Jr., Assistant to the Administrator.

The Director of Finance shall continue to handle the Commodity Credit Section, the Cotton Accounting Section; serve as Treasurer of the Federal Surplus Commodities Corporation; and perform such other duties as may be assigned from time to time.

H. R. Tolley, Administrator.

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August 19, 1936.

GENERAL OFFICE ORDER NO. 69

The procedure for making payments to county agricultural conservation associations in the Western, North Central and East Central Regions for the month of July will be the same as that followed in connection with wheat, tobacco, sugar and corn-hog control associations, except for the changes provided in General Office Order No. 67 and those provided herein.

Form ACP-18, approved by the General Accounting Office, will be used in lieu of Form 1028. Administrative approval of Statements of Expenses, Forms 1024 and 1024a and of Public Voucher Form ACP-18 by the respective Regional Division shall constitute necessary approval of items listed on Forms 1024 and 1024a as being proper charges against the association and of rates shown on Forms 1024 and 1024a for salaries, travel and purchases of goods and services. The Administrative Audit Section will, when found necessary, write letters of suspension or differences in case of errors in computations, in extensions, or in case supporting papers such as receipts and invoices, have been omitted or are unacceptable. Such letters will be routed through the respective divisions for mailing to the field.

Administrative approval by the Regional Division shall also constitute notification to the Administrative Audit Section that the treasurer of the association is properly bonded in accordance with General Office Order No. 67 and that the name and mailing address shown for the association treasurer are correct.

It is not required that county budgets be approved before vouchers on Form ACP-18 covering payments to county agricultural conservation associations for July are approved for payment.

Acting Administrator.

J. B. Hutson

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